

BENEFITS NEWS

An Information Publication for State of California Employees

Travel Reimbursement Program

The State of California (State) reimburses employees for necessary and actual business-related travel expenses in accordance with current bargaining unit agreements (MOUs), DPA rules for reimbursement, and IRS requirements.

State agencies/departments determine the necessity for travel, if travel is in the best interest of the State, and the time, location, and method of travel.

Who is eligible to receive travel reimbursement?

All State officers, employees, and agents traveling on authorized State business may be reimbursed for actual out-of-pocket expenses incurred. Contact your agency/department if you have questions about what constitutes travel status.

What are the current rates for reimbursement?

The following rates are the current maximum per diem, lodging, and mileage reimbursement allowances. Only actual expenses may be claimed. You should always verify receipt requirements and current rates with your agency/department.

Travel Rates

Meals/Incidentals (In-State & Out-of-State)

| | |
|--------------|---------------------------|
| Breakfast: | actual expense up to \$6 |
| Lunch: | actual expense up to \$10 |
| Dinner: | actual expense up to \$18 |
| Incidentals: | actual expense up to \$6 |

Lodging (In-State)

| | |
|--|----------------------|
| All counties not listed below: | \$84/night plus tax |
| L.A. & San Diego counties: | \$110/night plus tax |
| Alameda, San Francisco, Santa Clara, & San Mateo counties: | \$140/night plus tax |

All lodging claims require receipts. An effort to obtain the most economical lodging available must be made. An Excess Lodging Rate Request form (STD 255C) must be approved prior to the trip taking place if the room rate is above the State rate. Contact your agency/department for instructions on the approval process for the STD 255C.

Lodging (Out-of-State)

Actual cost of lodging supported by a receipt.

Meals/Incidentals & Lodging (Out-of-Country)

Meals/Incidentals: Rates are established by the U.S. State Department and are subject to monthly changes. For detailed information, contact your department's Travel Program.

Lodging: Actual cost of lodging supported by a receipt.

Mileage reimbursement (In-State & Out-of-State)

All employees (except Bargaining Unit (BU) 6) who drive their personal vehicle for authorized travel may claim the Federal Standard Mileage Rate (FSMR). The FSMR is subject to periodic changes, contact your agency/department to determine the current FSMR.

Current FSMR (1/01/08): 50.5 cents per mile

My department has been asked to tighten our travel budget. How can I help reduce travel costs?

Executive Order (S-01-08) requires all of us to immediately reduce overall operations budgets through various means. Carefully consider all travel to make sure it is essential to State business; only mission-critical trips should be authorized.

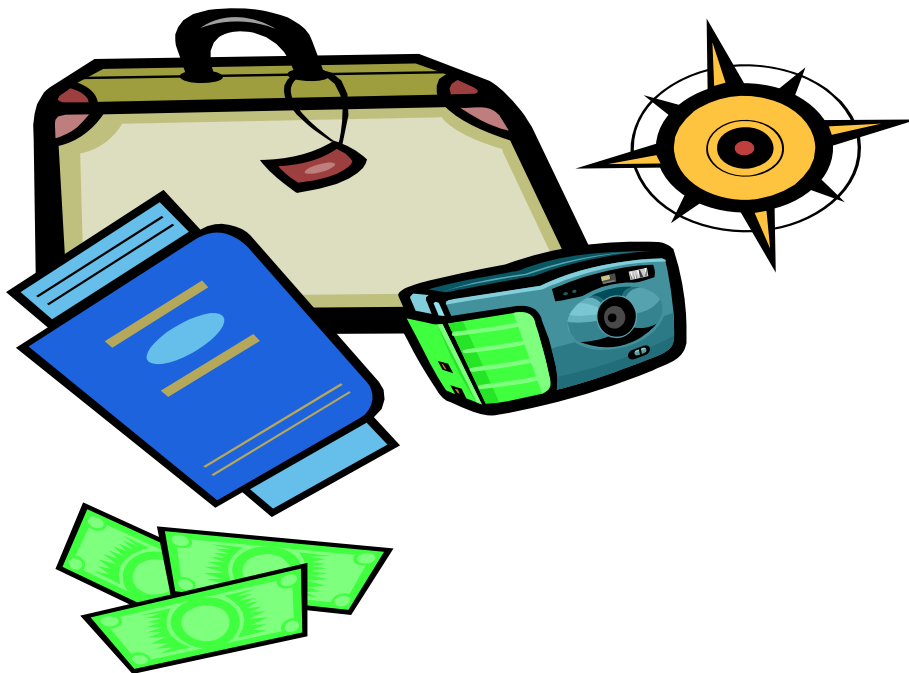
Here are some tips/ideas to help reduce travel costs:

- Cancel or postpone discretionary travel for seminars, conferences or training;
- restrict the size of agency, department, division and unit meetings requiring travel to essential participants only;
- use video conferencing and teleconferencing when possible; and
- schedule meetings at locations at or near headquarters offices.

Transportation Contracts

The Department of General Services, Office of Fleet and Asset Management (OFAM), has responsibility for State vehicles, State garages, and negotiates/administers the State contracts for airlines and rental vehicles. For more information, contact the OFAM at (916) 928-2550 or visit their website at www.ofa.dgs.ca.gov.

For more information: Visit the DPA's Website at www.dpa.ca.gov (click "Personnel Policies", "Short-term Travel Reimbursement") or contact the travel coordinator from your agency/department.



For More Information

DPA Benefits Division
(916) 322-0300

Dental Program
(916) 324-0525

Drug Testing Program
(916) 324-9386

**Employee Assistance Program
MHN (Managed Health Network)**
1-866-327-4762

FlexElect Program
(916) 327-6429

**Group Legal Services Plan
ARAG®**
1-866-762-0972

Group Term Life Insurance Plan
(916) 324-0533

Health Promotion Program
(916) 324-9398

**Long-Term Disability Insurance
Plan**
(916) 324-0533

Merit Award Program
(916) 324-0522

Pre-Tax Parking
(916) 324-0526

Rural Health Care Program
(916) 327-1439

Savings Plus Program
1-866-566-4777
www.sppforu.com

SDI/FMLA
(916) 324-2763

State-Owned Housing Program
(916) 327-1438

**Travel & Relocation and
Vanpool Programs**
(916) 324-0526

Vision Service Plan
1-800-877-7195

**Workers' Compensation
Program**
(916) 445-9792

DPA Fax Numbers

Benefits Division
(916) 322-3769

Savings Plus Program
(916) 327-1885

Internet Address

www.dpa.ca.gov